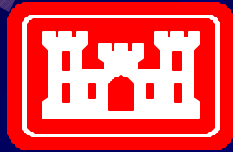


# Records Management Task Force – Team 2

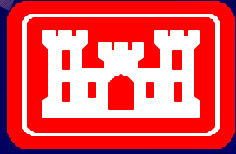
Corps Day – AIIM 2001  
4 May 2001



# Team 2 Primary Tasks

## ★ New/Proposed/Requested File Numbers

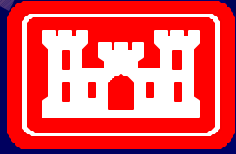
- Military Projects Files (415 v. 210)
- Military Design Files (new, 1110)
- Support for Others (new series, 1140)
- Topographic Data Files (117 v. 1110-1-1005)
- Planning Files (1105-2-100)
- Dam Safety Files
- Geologic & Soil Data Files (Unscheduled)
- Hydraulic & Hydrologic Data (Unscheduled)
- VISA/IMPAC Files (37 v. 715)
- 1180-series files
- Env/HTRW Payroll & Travel Files



# Team 2 Primary Tasks

## ★ Capitalized Assets Files

- ★ ER will be updated
- ★ Each functional area will keep own files
  - File numbers assigned in updated ER
- ★ RM will be Cap Assets Acctable Ofcr (CAAO)
  - Will assure all documentation exists prior to signing ENG 3013 placing asset in service
- ★ Signed ENG 3013 **IS** the official capitalized asset document
- ★ All capitalized assets files retained for 6 yrs after disposition of asset/real property



# Army Redesign

- ✦ Proposed Corps Exception to Regional RHAs
- ✦ Provided RMD with RHA SOWs